

Agency Registration in the New ICHAT

ICCHAT Agency Registration Tutorial

Internet Criminal History Access Tool

Winter 2018



Agency Registration in the New ICHAT

Do I need to register as an agency?

- All agencies/companies/organizations will need to register as an agency.
- If you will NOT be paying for all of the ICHAT background searches with a Visa, MasterCard, or Discover card at the time of search, you DO need to register as an agency.
- If you WILL be paying for all of the ICHAT background searches with a Visa, MasterCard, or Discover card at the time of search, and you do not wish to have your employee user accounts linked, you do NOT need to register as an agency.



Agency Registration in the New ICHAT

Types of Agency Registration

- Government – employees, volunteers, and child protection.
- Non-profit/charitable – employees and volunteers.
- For-profit companies – invoiced searches.



Agency Registration in the New ICHAT

To register your agency in the ICHAT, you must first register as a user.

Michigan.gov

MICHIGAN STATE POLICE

CJIC SERVICES

PUBLIC INFORMATION -

CONTACT

GET STARTED



ICHAT

INTERNET CRIMINAL HISTORY ACCESS TOOL

BROUGHT TO YOU BY

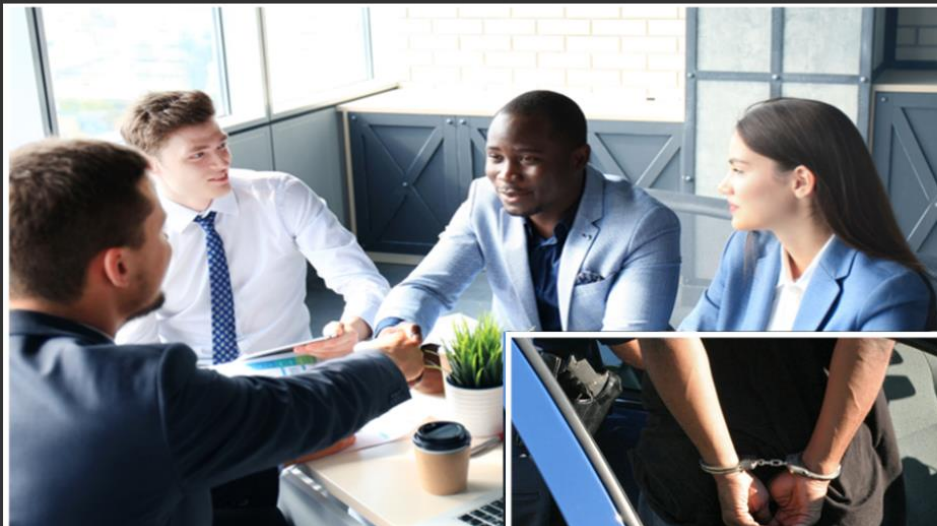


HOME

ABOUT

GET STARTED

RESOURCES -





Agency Registration in the New ICHAT

Once you have registered as a user, log in to the ICHAT system.


Michigan.gov

MICHIGAN STATE POLICE CJIC SERVICES PUBLIC INFORMATION - CONTACT **GET STARTED**

 **ICHAT**
INTERNET CRIMINAL HISTORY ACCESS TOOL

BROUGHT TO YOU BY 

HOME ABOUT GET STARTED RESOURCES -



Agency Registration in the New ICHAT

On the home page, click “Agency”, and then click “Agency Registration”.



BROUGHT TO YOU BY



[HOME](#) [AGENCY ▾](#) [USER ▾](#) [SEARCHES ▾](#) [RESOURCES ▾](#) [LOG OUT](#)

Welcome Frieda Friendly to the ICHAT Application



Background Search



View Search Results



My Profile



Reports



Color Themes



Agency Registration in the New ICHAT

On the “Agency Registration” page, complete the required fields.



BROUGHT TO YOU BY



[HOME](#) [AGENCY ▾](#) [USER ▾](#) [SEARCHES ▾](#) [RESOURCES ▾](#) [LOG OUT](#)

 [How and why to register an agency](#)

Agency Registration

* = Required

Legal Name of Agency*

Doing Business As (DBA)

Agency Main Type*

Agency Sub Type*

Federal Tax ID*

Mailing Address Line 1*

Mailing Address Line 2

City*

State*

Zip Code*

 -

Primary Contact Name*

Primary Contact E-Mail*

Primary Contact Phone*

Ext

Agency Registration in the New ICHAT

The system will let you know about any format errors.

Agency Registration

* = Required

Legal Name of Agency*		Doing Business As (DBA)	
<input type="text" value="Michigan Charitable Organization"/>		<input type="text" value="MI-Charity"/>	
Agency Main Type*	Agency Sub Type*	Federal Tax ID*	
<input type="text" value="Religious"/>	<input type="text" value="Church"/>	<input type="text" value="12-3456789"/>	
Mailing Address Line 1*	Mailing Address Line 2	City*	
<input type="text" value="1234 Main St"/>	<input type="text"/>	<input type="text" value="Anytown"/>	
State*	Zip Code*		
<input type="text" value="Michigan"/>	<input type="text" value="49000"/> - <input type="text"/>		
Primary Contact Name*	Primary Contact E-Mail*	Primary Contact Phone*	
<input type="text"/>	<input type="text" value="Friendly@MI-Charity.org"/>	<input type="text" value="269-555-0000"/> Ext <input type="text"/>	
Agency primary contact name is required.(Format : First Name Last Name)			
<input type="checkbox"/> Secondary contact is same as primary contact			
Secondary Contact Name*	Secondary Contact E-Mail*	Secondary Contact Phone*	
<input type="text"/>	<input type="text"/>	<input type="text"/> Ext <input type="text"/>	

Agency Registration in the New ICHAT

After completing the required fields, you will need to provide supporting documentation. All agencies need to supply documentation of either billing information or that your agency is allowed to waive the fees.

Please provide the number of searches your agency anticipates to perform per calendar year.*

Please provide the number of additional users with access to this agency code.*

Please give a description of your organization and why you are requesting an agency code. (Characters left - 3892) *

Our charity wants to register an agency account so we can run background checks on employees and volunteers.



Please provide a copy of your Tax ID and/or 501c3 letter from the Internal Revenue Service.*

☐ Upload

☐ E-Mail

☐ Fax

☐ Mail

Submit

Cancel

* = Required

Agency Registration in the New ICHAT

After selecting your Supporting Documents Submission Type, you will see the ICHAT contact information where you can send your documentation.

Please give a description of your organization and why you are requesting an agency code. (Characters left - 3892) *

Our charity wants to register an agency account so we can run background checks on employees and volunteers.

Please provide a copy of your Tax ID and/or 501c3 letter from the Internal Revenue Service. *

☐ Upload

☐ E-Mail

☒ Fax

☐ Mail

Telephone : 517-241-0606

Fax : 517-241-0866

E-Mail : MSP-ICHAT@michigan.gov

Address : P.O. Box 30634 Lansing MI 48909

Submit

Cancel

* = Required

Agency Registration in the New ICHAT

Why Do I Need to Submit Documentation?

- To establish that you are legally eligible to waive ICHAT fees.
- To verify your company's billing information.

Types of Acceptable Non-Profit/Charitable Documentation

- 501c3 letter from the IRS.
- Articles of incorporation as a non-profit corporation from the Michigan Department of Licensing and Regulatory Affairs.
- Waiver of sales tax from the Michigan Department of Treasury.



Agency Registration in the New ICHAT

Types of Acceptable Government Documentation

- Articles of incorporation as a non-profit corporation from the Michigan Department of Licensing and Regulatory Affairs.

Types of Acceptable For-Profit Invoicing Documentation


- Credit card statement.
- Federal tax ID verification.
- Blank checks.




Agency Registration in the New ICHAT


Once your request has been submitted, you will see this screen.

Michigan.gov MICHIGAN STATE POLICE CJIC SERVICES PUBLIC INFORMATION CONTACT ICHAT USER - REGISTERED USER

 ICHAT
INTERNET CRIMINAL HISTORY ACTIVITY TRACKING

BROUGHT TO YOU BY 

RESOURCES LOG OUT

 How and why to register an agency

Agency Registration

* = Required

Agency registration request is submitted. You will be notified once it is approved.

Success

Agency registration request is submitted. You will be notified once it is approved.

OK

Legal Name of Agency* Michigan Charitable Organization

Doing Business As (DBA) MI-Charity

Agency Main Type* Religious

Agency Sub Type* Church

Federal Tax ID* 12-3456789

Mailing Address Line 1* 1234 Main St

Mailing Address Line 2

City* Anytown


State* Michigan

Zip Code* 49000

Agency Registration in the New ICHAT

When you click “OK”, you will be returned to the home page.



BROUGHT TO YOU BY 

[HOME](#) [AGENCY ▾](#) [USER ▾](#) [SEARCHES ▾](#) [RESOURCES ▾](#) [LOG OUT](#)

Welcome Frieda Friendly to the ICHAT Application



Background Search



View Search Results



My Profile



Reports



Color Themes

If you pay for any of the ICHAT searches before your agency account is established, you will not be refunded.



Agency Registration in the New ICHAT

You will be contacted by the ICHAT Support Team within two weeks after we receive your supporting documentation.

For questions or if you need assistance with registration, please contact the ICHAT Help Desk at 517-241-0606 or via MSP-CRD-ICHATHelp@michigan.gov.

